

THE GENERAL LEDGER

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INTRODUCTION

The General Ledger is the main accounting record of a business and is a summary of all the transactions that occur in a company. In VetlinkPRO it is built up by automatically posting all financial transactions and any user initiated journal entries to the General Ledger.

VetlinkPRO uses the double entry book keeping system where each transaction is recorded in at least two accounts. Each transaction results in at least one account being debited and at least one account being credited. The total debits of the transaction equal to the total credits, this system will ensure that the GL is always balanced. The standard accounting equation that VL2 uses is:

$$\text{Assets + Expenses + Drawings} = \text{Liabilities + Revenue + Capital}$$

Before the General Ledger can be used the following setup options **must** be completed:

- The Chart of Accounts must be setup.
- All System GL codes must be assigned.
- All VetlinkPRO Reserve Products must be assigned GL codes.
- All Bank accounts must be set up and assigned GL Codes.
- All Till Payments must be assigned to a Bank Account.
- Vouchers and Loyalty Schemes must be assigned GL codes.
- All Products and Expenses must be assigned GL codes.

Once the General Ledger module has been enabled you will have access to it via the 'GL' icon on the main tool bar.



IMPORTANT: All setup should be done in consultation with your accountant. CFL will assist with the functionality of the program but as it is not an accounting firm no financial advice will be given. The General Ledger is currently only available in New Zealand.

CHART OF ACCOUNTS

The Chart of Accounts is a list of all accounts that will be tracked by the general ledger. It should be designed in conjunction with your account to capture information that can best be used to make good financial decisions for your business.

In VetlinkPRO accounts are classified into one of four categories: Expense/Revenue, Liabilities, Equity and Assets. Each account is typically assigned a name and a unique number by which it can be identified. Account numbers are often five or more digits in length with each digit representing a division of the company, the department, the type of account, etc. For example, if the first digit is a '2' it might signify if the account is a Liability or if it was a '4' it might signify an Asset account. A gap between account numbers allows for adding more accounts in the future.

A sample chart of accounts is shown below in the form of a 'tree' structure. Total debits, credits as well as MTD (month to date) totals are shown for the selected 'Accounting' period. Drilling down shows more detailed analysis of the sub accounts and corresponding totals

The three buttons at the bottom of the window help control navigation through the chart of accounts.

- Tree/Table:** Changes view between the tree view and a table view.
- Expand All:** Expands every Heading right down to the GL account.
- Collapse All:** Collapses all heading so you will only see the four main headings.

Account Code	Description	Debit	Credit	MTD
1	Expense and Revenue			
40000	Income			
200	Trading Account			
200.01	Product sales	\$0.00	\$0.00	\$0.00
200.02	Banking Variance	\$0.00	\$0.00	\$0.00
200.03	Stock on hand at end of year	\$0.00	\$0.00	\$0.00
200.50	Stock on hand at Start of year	\$0.00	\$0.00	\$0.00
200.52	Purchases	\$0.00	\$0.00	\$0.00
200.53	Commission received	\$0.00	\$0.00	\$0.00
200.54	Rebates Given	\$0.00	\$0.00	\$0.00
200.55	Sales promotions	\$0.00	\$0.00	\$0.00
Σ Total		\$0.00	\$0.00	\$0.00
220	Laboratory Account	\$0.00	\$0.00	\$0.00
230	Vehicle Account	\$0.00	\$0.00	\$0.00
240	Fees Account	\$0.00	\$0.00	\$0.00
279	Sundry Income	\$0.00	\$0.00	\$0.00
Σ Total		\$0.00	\$0.00	\$0.00
50000	Cost of Sales	\$0.00	\$0.00	\$0.00
60000	Expenses	\$0.00	\$0.00	\$0.00
Σ Total		\$0.00	\$0.00	\$0.00
2	Liabilities	\$0.00	\$0.00	\$0.00
3	Equity	\$0.00	\$0.00	\$0.00
4	Assets	\$0.00	\$0.00	\$0.00
Σ Total		\$0.00	\$0.00	\$0.00

Setting up Chart of Accounts

On start-up, the basic account groups Expenses/Revenue, liabilities, equity and assets are provided. They are assigned under numbers 1,2,3 and 4 respectively. Note that expenses and revenue are grouped together under number 1. You can set up separate sub account headings to separate them however.

You can have up-to 4 levels of accounts with the 4 level needing to be a detailed account.

For example

Level 1 -> Expenses/Revenue - (This level is Fixed and cannot be changed)

Level 2 -> Revenue

Level 3 -> Sales

Level 4 -> LA Consultations / LA Surgery / SA Consultation / SA Consolation etc...

Adding a New Account

1. Click on the **'G.Ldgr'** button and then on **'General Ledger'**.
2. Navigate to the section where you would like to add the new account.
3. Click on the red plus button and the **'Properties for New Account'** window will open.

Period	Last Year	This Year	Next Year
Opening Balance	\$0.00	\$0.00	\$0.00
MTD Activity	\$0.00	\$0.00	\$0.00
YTD Activity	\$0.00	\$0.00	\$0.00
Closing Balance	\$0.00	\$0.00	\$0.00

Account Code: This is the code your accountant has assigned to the account.

Account Name: This is the name your accountant has assigned to the account when it is in its **'Normal Sign'**.

Account Name (Reverse Sign): This is what the account name is when the balance is not in the **'Normal Sign'**. For example, if your bank account may be called **'Bank Account'** when it is in debit, but when it is in credit it is called **'Bank Overdraft'**.

Normal Sign: This is how transactions are normally assigned to this account.

Active?: Tick this box if the account is available to be used.

Is Heading?:	Tick this box if this is not an actual GL account but a heading GL accounts are categorized under.
Is Total?:	Tick this box if you would like to keep a total of all accounts under this heading.
Keep Total?:	Totals for the account are accumulated after each transaction. This will usually be ticked.
Bank Account?:	Tick this box if this is a bank account.
Bank Account:	If this is a bank account select which account it is linked to from the list.

Moving an Account in the Chart of Accounts

Accounts can be moved within the same main group. This can be done by left clicking on the account and moving it up or down the tree.

1. Expand the tree.
2. Left click and hold the mouse button down.
3. Drag to the left hand side, a horizontal blue bar will appear indicating the account is ready to be moved.
4. Move the account to the required location, keeping it within the same group.

Overview of GL Accounts

Each GL account is separated into four tabs to help provide information about that account. In addition to standard properties, many other useful pieces of information can be found in the GL account screen.

Details Tab

The details tab shows the general properties for the account. For details on setting up an account please see section called setting up chart of accounts. In addition a summary of account activity with yearly comparison is displayed here for quick reference.

Opening Balance:	The opening balance of the account.
MTD Activity:	The Month to Date activity of the account, e.g. activity in the account this month.
YTD Activity:	The Year to Date activity of the account, e.g. activity in the account this year.
Closing Balance:	The closing balance of the account.

Period	Last Year	This Year	Next Year
Opening Balance	\$0.00	-\$55.98	\$0.00
MTD Activity	\$0.00	\$260.00	\$0.00
YTD Activity	-\$55.98	\$267.99	\$0.00
Closing Balance	-\$55.98	\$267.99	\$0.00

Activity Tab

The 'Activity' tab allows you to compare the account activity between financial years. You can also drill down from each financial period to actual invoices that make up the total. Double clicking on the period will open a summary of each transaction and double clicking on the transaction will open the bill.

Peri...	Month	2007/08	2006/07	Difference	% Change
01	01-Apr-2007	\$0.00	\$650.04 Cr	\$650.04 ↓	-100.00%
02	01-May-2007	\$0.00	\$104.13 Cr	\$104.13 ↓	-100.00%
03	01-Jun-2007	\$0.00	\$64.57 Cr	\$64.57 ↓	-100.00%
04	01-Jul-2007	\$0.00	\$0.00		
05	01-Aug-2007	\$15.00 Cr	\$150.00 Cr	\$135.00 ↓	-90.00%
06	01-Sep-2007	\$17.83 Cr	\$150.00 Cr	\$132.17 ↓	-88.11%
07	01-Oct-2007	\$139611.57 Cr	\$0.00	-\$139,611.57 ↑	100.00%
08	01-Nov-2007	\$204.60 Cr	\$56.73 Cr	-\$147.87 ↑	260.66%
09	01-Dec-2007	\$125.94 Cr	\$30.00 Cr	-\$95.94 ↑	319.80%
10	01-Jan-2008	\$1077.74 Cr	\$0.00	-\$1,077.74 ↑	100.00%
11	01-Feb-2008	\$0.00	\$0.00		
12	01-Mar-2008	\$0.00	\$0.00		
13	31-Mar-2008	\$0.00	\$0.00		
YTD	Total	\$141052.68 Cr	\$1205.47 Cr	-\$139,847.21 ↑	11,601.05%

Select Years to Compare:

Select the two financial years you wish to compare against each other.

Branch:

Select the branch which you wish to view account activity for or just select both sites.

Period:

The period of the financial year.

Month:

The month of the financial year.

Financial Period:

These two columns show the years you have selected to compare.

Difference:

The difference in activity between the two selected periods.

% Change:

The % change in activity between the two selected periods.

Budget Tab

The budget tab allows you to enter or view a budget for a particular account for 'This Year', 'Next Year' or 'Last Year'. To enter a budget select the 'Branch' and then enter the year's budget, for that account, into the 'Annual Budget' field.

Peri...	Month	Budget	Actual	Difference	% Used	Budget %
01	Apr-2007	\$368.02	\$0.00	\$368.02		0.25%
02	May-2007	\$368.02	\$0.00	\$368.02		0.25%
03	Jun-2007	\$368.02	\$0.00	\$368.02		0.25%
04	Jul-2007	\$368.02	\$0.00	\$368.02		0.25%
05	Aug-2007	\$9,200.51	\$15.00 Cr	\$9,185.51	0.16%	6.35%
06	Sep-2007	\$9,200.51	\$17.83 Cr	\$9,182.68	0.19%	6.35%
07	Oct-2007	\$88,324.87	\$139611.57 Cr	-\$51,286.70	158.07%	60.91%
08	Nov-2007	\$9,200.51	\$204.60 Cr	\$8,995.91	2.22%	6.35%
09	Dec-2007	\$9,200.51	\$125.94 Cr	\$9,074.57	1.37%	6.35%
10	Jan-2008	\$9,200.51	\$1077.74 Cr	\$8,122.77	11.71%	6.35%
11	Feb-2008	\$9,200.51	\$0.00	\$9,200.51		6.35%
12	Mar-2008	\$0.00	\$0.00			
YTD	Total	\$145,000.00	\$141052.68 Cr	\$3,947.32	97.28%	100.00%

Financial Period:	Select which period you wish to view the budget for; Last Year, This Year or Next Year.
Branch:	Selects the branch you wish to view or edit the budget for.
Annual Budget:	This is the amount you have budgeted for this account for the financial year.
Period:	The period of the financial year.
Month:	The month of the financial year.
Budget:	This is the amount budgeted for this particular period. You can edit this field for seasonal accounts or accounts where you know in advance you will have a busy or quiet month.
Actual:	This is the amount you have spent in this period. A green arrow at the end of the amount indicates you have over spent the budget, a red arrow indicates you have under spent the budget.
Difference:	This is the difference between the budget and actual.
% Used:	This is the % of the month's budget that you spent in the period.
Budget%:	This is the % of the budget you have allocated for this period.
Save:	This button will save a budget you have edited.
Cancel:	This button will cancel a budget you have edited.

Graph Tab

The graph tab is not implemented yet.

ASSIGNING SYSTEM GL CODES

In order for VetlinkPRO to operate correctly it needs to know what GL accounts to use when a function is performed inside the application. All options that are in black writing need to be assigned to a account or errors may occur in the system. Please follow the instructions below to assign GL accounts.



IMPORTANT: The Chart of Accounts must be entered into VetlinkPRO before the following can be performed.

1. Click on '**Options**' menu and then '**Pick Lists Setup**'.
2. Expand the '**Financial**' menu and double click on '**General Ledger Codes**'.
3. Assign each function to a code.

Name	GL Category	Usage of Code
Buy Tax 1	Asset (GST Out)	is the primary Tax code. It is used for tracking Tax on Purchases.
Buy Tax 2	Asset (GST Out)	is the secondary Tax code. It is used for tracking Tax on Purchases. It will be disabled if your Country does not use secondary Tax.
Sell Tax 1	Liability (GST In)	is the primary Tax code. It is used for tracking Tax on Sales.
Sell Tax 2	Liability (GST In)	is the secondary Tax code. It is used for tracking Tax on Sales. It will be disabled if your Country does not use secondary Tax.
Debtors Control	Assets	is the Accounts Receivable code.
Creditors Control	Liability	is the Accounts Payable code.
Misc Sales	Income (Miscellaneous)	is used for initialising some Reserved Products and for initialising products that have illegal codes assigned.
Misc Cost of Sales	Expenses (General Cost of Sales)	is used for initialising some Reserved Products and for initialising products that have illegal codes assigned.
Misc Stock On Hand	Asset (General Stock On Hand)	is used for initialising some Reserved Products and for initialising products that have illegal codes assigned.

Misc Service Value	Expenses (Value of Services)	is used for initialising some Reserved Services and for initialising services that have illegal valuation codes assigned. If you do not want the services cost of sale to go the GL at Billing, then set this to the same account as Misc Cost of Sales above.
Misc Fees	Income (General Fees)	is used for initialising Reserved Products during conversion of data from the DOS version of the Application form.
Misc Purchases	Expense (General Purchases)	is used for initialising the Valuation GLCode for Expenses that have illegal codes assigned.
Misc Assets	Asset (General Assets)	is used for initialising the Valuation GLCode for Assets that have illegal codes assigned.
Account Fees	Income (Fees on Debtors)	is used to make Invoices for Account Fees during the statement process.
Account Interest	Income (Interest on Debtors)	is used to make Invoices for Account Interest during the statement process.
Incen. Disc. Taken	Expense (Rebates)	is used to record the Incentive Discount Taken when making account payment in conjunction with the Account Payment product above.
End of Day Variance	Expense	is used in End of Day Banking to hold differences between money recorded and actual counting.
End of Day Float	Asset	is used in End of Day Banking to hold the float for next day.
Rounding Adjustments	Expense	is used in Billing to hold the rounding adjustment.
Suspense	Liability	is used for End of Month discrepancies. Not Used.
Daily Banking	Asset (Bank)	is used at the End of Day Banking.
Purchase Discount	Income (Historical)	is used to handle Buy Discount. Not Used
Breakages	Expense	is used to record Breakages.
In House Usage	Expense	is used to record Consumables and other items used In House.
Stock Take / Adjust	Expense	is used for allocating differences in stock on hand and stock take count.
Dbt Historical Balance	Liability (Historical)	is used to facilitate Initialising Client Balance (Journal Entry). Note that this should not be the same as Debtors Control Account.
Crd Historical Balance	Asset (Historical)	is used to facilitate Initialising Supplier Balance (Journal Entry). Note that this should not be the same as Debtors Control Account.

Write Off Bad Debt	Expense (Bad Debt)	is used to facilitate the Write Off Bad Debt. It is used for Undo Bad Debt Write Off as well.
Write Off Credit	Income (W/O Credit)	is used to facilitate the Write Off unused Client Credits. It is used for Undo Client Credits Write Off as well.
Freight Purchases	Expense (Freight)	is used for recording Freight on Purchases in the Creditors section.
Total Income	Income (Sales)	is used for reporting on percentage of sales analysis and is a header account.

USAGE OF GL CODES

When VetlinkPRO performs financial functions within the system it automatically posts that transaction to the General Ledger. Each activity will effect different accounts which are summarised below. The list also shows where each code is assigned if you need to change it.

Master GL Codes: [Pick Lists->Financial->General Ledger Codes.](#)
 Products Sales: [Products->More>GL Codes->Sales.](#)
 Product Cost of Sales: [Products->More>GL Codes->Cost.](#)
 Products Stock on Hand: [Products->More>GL Codes->Valuation.](#)
 Till Payments: [Pick Lists->Financial.](#)
 Bonus Points: [Pick Lists->Financial->Loyalty Setup.](#)

S No.	Activity	Cr/Db	Account	Source of GL Code	GL Category
1	Bill Items	Db	Debtors Control	Master Debtors Control	Asset
		Cr	Sales	Product Sales	Income
		Cr	GST	Master Sell GST	Liability
		Db	Cost of Sales	Product Cost of Sales	Expense
		Cr	Stock On Hand	Product Stock on Hand	Asset
2	Incentive Disc	Cr	Debtors Control	Master Debtors Control	Asset
		Db	Rebates	Product Sales	Expense
		Db	GST	Master Sell GST	Liability
3	Init Client Bal	Db	Debtors Control	Master Debtors Control	Asset
		Cr	Historical Balances	Product Sales	Liability
		Cr	GST	Master Sell GST	Not Used
4	Creditor Payment Discount	Db	Creditors Control	Master Creditors Control	Not Used
		Cr	Creditors Discount	Master Purchase Discount	Not Used
		Cr	GST	Master Sell GST	Not Used
5	W/O Bad Debts	Cr	Debtors Control	Master Debtors Control	Asset
		Db	Bad Debts Received	Product Sales	Expense
		Db	GST	Master Sell GST	Liability
6	Breakages	Db	Breakages	Master Breakages	Expense
		Cr	Purchase	Product Stock On Hand	Asset
7	InHouse	Db	InHouse Use	Master InHouse	Expense
		Cr	Purchase	Product Stock On Hand	Asset

8	Inwards Goods & Freight	Cr	Creditors Control	Master Creditors Control	Liability
		Db	Stock On Hand	Product Valuation	Asset
		Db	GST	Master Buy GST	Asset
9	Initialise Supplier Balance	Cr	Creditors Control	Master Creditors Control	Liability
		Db	Historical Balances	Product Valuation	Asset
		Db	GST	Master Buy GST	Not Used
10	Creditors Payments	Db	Creditors Control	Master Creditors Control	Asset
		Cr	Bank/Cash	Till Payments Cheque/Cash	Asset
		Cr	GST	Master Buy GST	Not Used
11	EOD Pmts	Cr	Debtors Control	Master Debtors Control	Asset
		Db	Bank/Cash	Till Payments Cheque/Cash	Asset
12	Voucher Sales (Products Class V)	Db	Debtors Control	Master Debtors Control	Asset
		Cr	Voucher Sales	Product Sales	Liability
		Cr	GST	Master Sell GST	Not Used
13	Voucher Payment (Sold Here)	Cr	Debtors Control	Master Debtors Control	Asset
		Db	Vouchers	Till Payments Vouchers	Liability
14	Voucher Payment (External)	Cr	Debtors Control	Master Debtors Control	Asset
		Db	Vouchers	Till Payments External Vouchers	Asset
15	Bonus Point Accrual	Db	Bonus Point Gained Exp	Bonus Points Gained Exp	Expense
		Cr	Bonus Point Gained Lia	Bonus Points Gained Lia	Liability
16	Bonus Point Pmt	Cr	Debtors Control	Master Debtors Control	Asset
		Db	Bonus Point Usage	Bonus Points Usage	Liability
17	Bonus Point Expiry	Cr	Bonus Point Expired Exp	Bonus Points Expired Exp	Expense
		Db	Bonus Point Expired Lia	Bonus Points Expired Lia	Liability
18	Stock Take and Adjustment	Cr	Stock Adjustment	Master Stock Adjustment	Expense
		Db	Stock On Hand	Product Valuation	Asset
19	Stock Transfer	Db	Stock On Hand	To Store	Asset
		Cr	Stock On Hand	From Store	Asset

SETTING UP RESERVED PRODUCTS

There are various **Reserved Products** in the system. These are used to make things easy for you to setup and use the application. The Reserved Products are numbered 1000 and under. Each one is used for a particular function and must be assigned general ledger codes. To do so, click on the **'Product'** button on the toolbar and select **'Browse'** from the search window. This will open product number 1. Scroll through them using the blue scroll keys at the bottom of the window.



Prd No.	Name	Usage	Class	GL Codes
2	Deleted Products	is used when a transaction needs to be completed and the product required is missing for some reason.	Service	<ul style="list-style-type: none"> Sales : Income Cost : Expense (Cost of Sales) Valuation : Asset (Stock)
8	Tax 1	is the primary Tax product. It is used for Tax Returns.	Tax	<ul style="list-style-type: none"> Sales : Asset (GST Out) Cost : Liability (GST In) Valuation :
9	Tax 2	is the secondary tax product. This is used only if your country requires two taxes such as State Tax and Federal Tax. It is used for Tax Returns.	Tax	<ul style="list-style-type: none"> Sales : Asset (GST Out) Cost : Liability (GST In) Valuation :
10	Client 0 day Adjustment	is used to facilitate Initialising Client Balance (Journal Entry) for the current month.	Debtor Journal	<ul style="list-style-type: none"> Sales : Liability (Historical) Cost : Valuation :
11	Client 30 day Adjustment	is used to facilitate Initialising Client Balance (Journal Entry) for last month.	Debtor Journal	<ul style="list-style-type: none"> Sales : Liability (Historical) Cost : Valuation :
12	Client 60 day Adjustment	is used to facilitate Initialising Client Balance (Journal Entry) for two months ago.	Debtor Journal	<ul style="list-style-type: none"> Sales : Liability (Historical) Cost : Valuation :

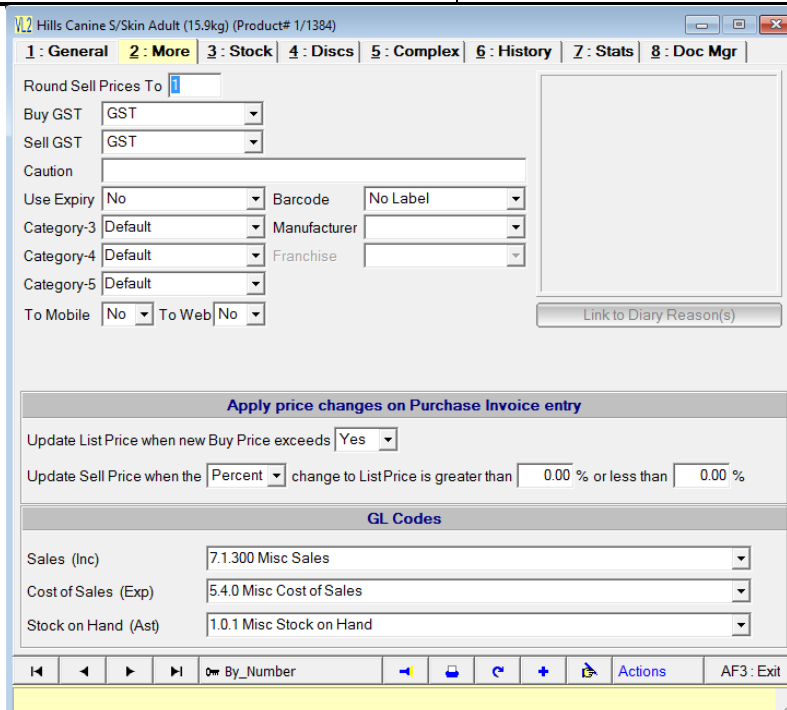
13	Client 90 day Adjustment	is used to facilitate Initialising Client Balance (Journal Entry) for three months ago.	Debtor Journal	<ul style="list-style-type: none"> • Sales : Liability (Historical) • Cost : • Valuation :
14	Supp. 0 day Adjustment	is used to facilitate Initialising Supplier Balance (Journal Entry) for the current month.	Creditor Journal	<ul style="list-style-type: none"> • Sales : • Cost : • Valuation : Asset (Historical)
15	Supp. 30 day Adjustment	is used to facilitate Initialising Supplier Balance (Journal Entry) for the last month.	Creditor Journal	<ul style="list-style-type: none"> • Sales : • Cost : • Valuation : Asset (Historical)
16	Supp. 60 day Adjustment	is used to facilitate Initialising Supplier Balance (Journal Entry) for two months ago.	Creditor Journal	<ul style="list-style-type: none"> • Sales : • Cost : • Valuation : Asset (Historical)
17	Supp. 90 day Adjustment	is used to facilitate Initialising Supplier Balance (Journal Entry) for three month ago.	Creditor Journal	<ul style="list-style-type: none"> • Sales : • Cost : • Valuation : Asset (Historical)
18	Write Off Bad Debt	is used to facilitate the Write Off Bad Debt. It is used for Undo Write Off as well.	Debtor Journal	<ul style="list-style-type: none"> • Sales : Expense (Bad Debt) • Cost : • Valuation :
19	Freight Purchases	is used for recording Freight on Purchases in the Creditors section.	Expense	<ul style="list-style-type: none"> • Sales : • Cost : • Valuation : Expense (Freight)
22	Account Payment	is used for recording Account Payment. It makes it much easier to do Account Payment on the same bill as sales. It is just a place holder	Financial	
25	Account Fee	is used to make Invoices for Account Fees during the statement process.	Fee	<ul style="list-style-type: none"> • Sales : Sales (Fees on Debtors) • Cost :

				<ul style="list-style-type: none"> Valuation :
26	Account Interest	is used to make Invoices for Account Interest during the statement process.	Fee	<ul style="list-style-type: none"> Sales : Sales (Interest on Debtors) <ul style="list-style-type: none"> Cost : Valuation :
29	Incen. Disc. Taken	is used to record the Incentive Discount Taken when making account payment in conjunction with the Account Payment product above.	Financial	<ul style="list-style-type: none"> Sales : Sales (Rebates) <ul style="list-style-type: none"> Cost : Valuation :
50..59	Drug / Injection Fee	is used for dispensing Drugs. Helps in the conversion process from another system. May be used as required after conversion.	Service	<ul style="list-style-type: none"> Sales : Sales (Fees) <ul style="list-style-type: none"> Cost : Valuation :
60	Bonus Points	is used to Accrue Bonus Points as Products are sold	Bonus	
61	Bonus Point Initialisation	Use to Initialise Clients Bonus Points when you first start using this application.	Debtor Journal	
62..71	Prescription Fee	is used for dispensing Drugs. Helps in the conversion process from another system. May be used as required after conversion.	Service	<ul style="list-style-type: none"> Sales : Sales (Fees) <ul style="list-style-type: none"> Cost : Valuation :
1000	Reserved	marks the limit of Reserved Products. It is not otherwise used for anything.		

SETTING UP PRODUCTS

Each product and expense in VetlinkPRO needs to be assigned to a GL code in your chart of accounts. All classes of products are set up the same way except three. To assign the GL codes open a product record and click on the 'More' tab. You will need to select a GL code in each of the fields at the bottom of the window. The table below describes the type of GL code that should be used.

Prd Class	Usage	GL Codes
Vouchers	Products are used for selling Vouchers from the application.	Sales : Liability Cost : Expense (Cost of Sales) Valuation : Asset (Stock)
Expenses	Products are used to record expenses. These are not normally sold and do not have stock. Expenses may be sold to staff only if setup to do so.	Sales : Income Cost : Expense (Cost of Sales) Valuation : Expense (Purchases)
Services	Products are used to sell services. These cannot be purchased and do not have stock. For services that you do buy, set up a corresponding expense product and point the GL codes to match.	Sales : Income Cost : Expense (Cost of Sales) Valuation : Expense (Purchases)
Others	The rest of the products are set up the same way.	Sales : Income Cost : Expense (Cost of Sales) Valuation : Asset (Stock)

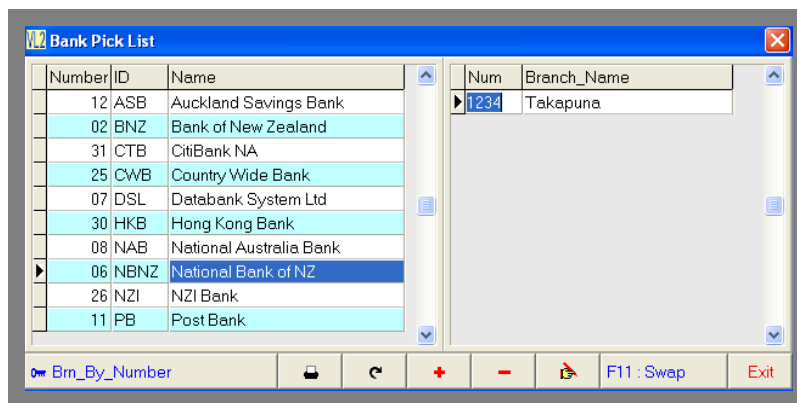


SETTING UP BANK ACCOUNTS

Some accounts in the General Ledger will be linked to Bank Accounts. Only one account can be linked to each bank but you can set up multiple accounts and link them to different General Ledger codes. As well as general ledger codes, bank accounts are also linked to payments in VetlinkPRO. Before you can set up your bank account you must create the bank and branch in VetlinkPRO. To create a bank account follow the steps listed below.

Adding a New Bank

1. Click on the **'Options'** menu and select **'Picklists Setup'**.
2. Expand the **'Misc'** menu and double-click on **'Bank & Branch'**.



4. To add a new branch click on the red **'+'** button at the bottom of the window.
5. A blank line will appear at the bottom of the picklist where you can type in the Bank Number, ID and Name.
6. Click on the red tick to save.

Adding a New Branch

1. Click on the **'Options'** menu and select **'Picklists Setup'**.
2. Expand the **'Misc'** menu and double-click on **'Bank & Branch'**.
3. To add a new branch select the bank you wish to add a branch to by single left clicking on it with the mouse.
4. Next single left click on one of the branches on the right hand side and then click on the red **'+'** button.
5. A blank line will appear at the bottom of the pick list where you can type in the Branch Number and Name.

Setting up Your Bank Account

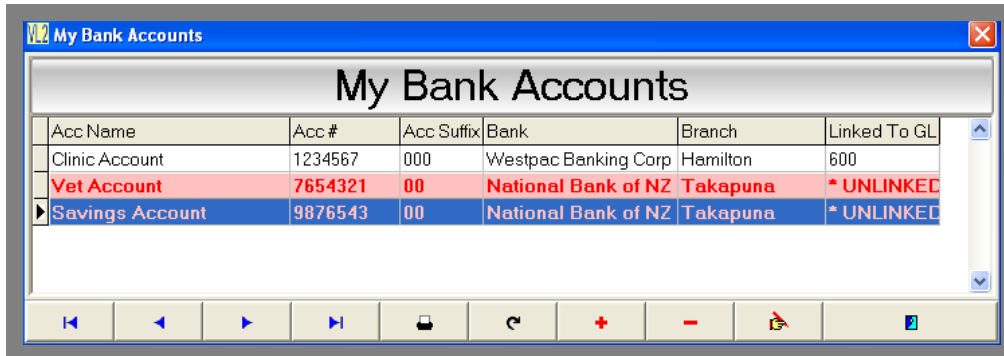
1. Click on the **'Options'** menu and select **'Picklists Setup'**.
2. Expand the **'Financial'** menu and double click on **'My Accounts'**.
3. To add a new bank account click on the red plus button at the bottom of the form.
4. The Account Information form will open. Fill in the fields as required.

Bank:	Select your Bank from the pick list. If it does not appear in the pick list you will need to add it.
Branch:	Select your Branch from the pick list. If it does not appear in the pick list you will need to add it.
Account #:	Enter your bank account number here.
Suffix:	Enter the suffix here.
Account Name:	Enter your account name here.
Receive File Path:	This is where any direct credit payment files will be saved.
Send File Path:	This is where any direct debit payment files will be saved.
Receive File Format:	The format of the direct credit payment file. This should be the same as your bank.
Send File Format:	The format of the direct debit payment file. This should be the same as your bank.

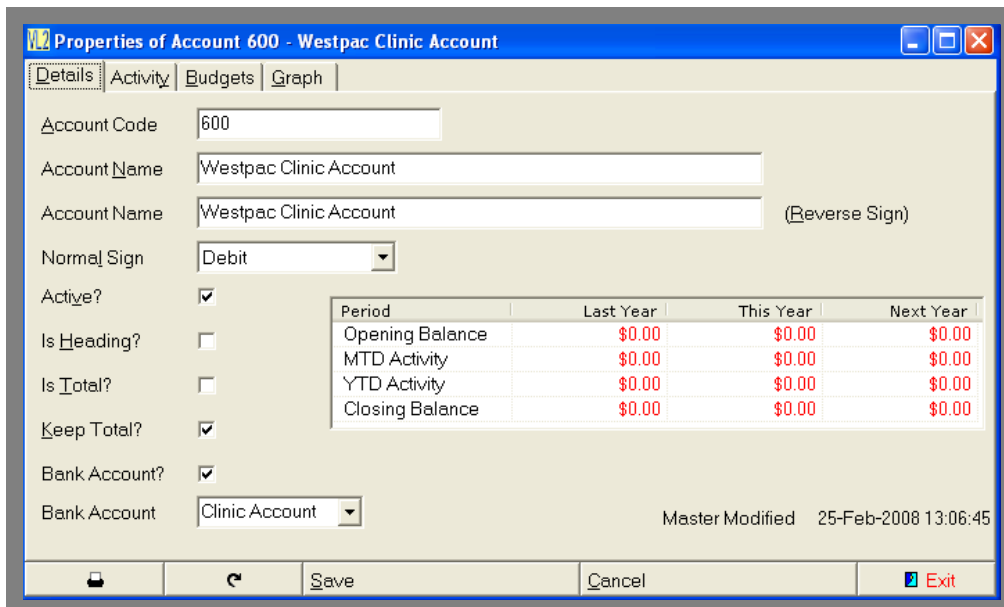
5. Click on the **'OK'** button to save the Bank account.

Assigning a GL Code to a Bank Account

The **'My Bank Accounts'** list in **'Pick Lists Setup'** shows all the bank accounts you have set up. If the line is in red then it is not attached to a GL Account in the General Ledger Chart of Accounts. Until it is linked to a general ledger code it cannot be attached to payments in VetlinkPRO. To attach a bank account to a GL code follow the steps below.



1. Click on the **'G.Ldgr'** button and then on **'General Ledger'**.
2. Navigate to the account you wish to link to a bank account and double click on it.
3. Place a tick in the **'Bank Account?'** field and then choose the **'Bank Account'** form the drop down list.



ASSIGNING GL CODES TO PAYMENTS

Creating a New Payment

It is often necessary to create a new payment method so you can distinguish that particular payment in reporting. If you are using the GL it may be necessary to create a new payment so the correct GL accounts are being debited or credited. Please follow the steps below to create a new payment method.

1. Click on **'Options'** and then **'Setup'**.
2. Log in with your **'Username'** and **'Password'**.
3. Click on the **'Bills'** button and then on the **'Payments'** tab.
4. A list of all payment methods will now be shown.
5. Click on the **'Add Last'** button to add a new payment.
6. Enter the Payment Settings as detailed below and click the **'F12: Save'** button to save the payment.

Name:	This is the name of your new payment.
Key:	This is the quick key you can use from the payment menus.
Type:	This is the type of payment, choose the type that best describes your new payment from the list.
Status:	Set to 'Active' if you are using it, otherwise set to 'Inactive' .
Slips:	This is the number of till rolls, for this payment, that will print out at the end of day.

Assigning GL Codes to Normal Payments

Each payment in the system must be linked to a bank account. You can only link a payment to a bank account which is linked to a general ledger code. To assign bank accounts to payment methods please follow the instructions below.

1. Click on **'Options'** and then **'Pick List Setup'**.
2. Expand the financial tab and click on **'Till Payments(Banks)'**.
3. The **'Set Bank Accounts for Payments'** screen will open.

Pmt Method	Banks for Debtors	Bank for Creditors
Cash	Clinic Account : 3-1316-1234567-000	
Cheque	Clinic Account : 3-1316-1234567-0	
Credit Card		
Eftpos		
Direct Credit		
Direct Debit		

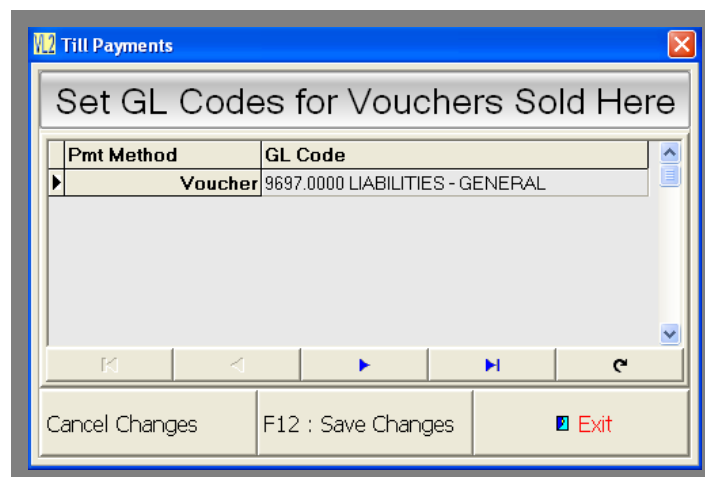
4. If you are running a multi branch setup select the Branch you need to set bank accounts for.
5. For both debit and credit payments select the bank account you which to link to.
6. Once changes have been made you can either click on **'Cancel Changes'** to cancel any changes that have been made or click on **'F12: Save Changes'** to save your changes.

Assigning GL Codes to Vouchers

VetlinkPRO is set up with two types of vouchers. The steps below explain how the voucher should be set up.

Sold Here:	These are vouchers that were sold here or at a sister site (running the same application). The GL Code must be linked to a liability account (Vouchers Redeemed). When the Voucher was sold, it was allocated to a sister liability account (Vouchers Sold). Selling increases the liability, while redeeming reduces it.
External:	These are vouchers that are collected on behalf of suppliers and must be redeemed. The GL Code must be linked to an asset account. Collecting these increases your assets. When the supplier reimburses you, this asset is converted to Cash.

1. Click on **'Options'** and then **'Pick List Setup'**.
2. Expand the financial tab
3. Click on **'Vouchers Sold Here (GL Codes)'** to assign codes to internal vouchers.
4. Click on **'External Vouchers (GL Codes)'** to assign codes to external vouchers .
5. Select the GL code that applies to the voucher you have selected.
6. After changing the codes there are three actions you can take
 - a. **Cancel:** Cancels all the changes you have made and restores the codes to the state they were in before you opened the form.
 - b. **Save Changes:** Saves the changes made.
 - c. **Exit:** Will just close the form unless any changes have been made. In which case it asks you to either Cancel or Save the changes first.



GL CODE SET UP FOR LOYALTY SCHEMES

At present there is only one Loyalty Scheme numbered 1, called Default in VetlinkPRO. To enter GL codes for the loyalty scheme follow the steps below.

1. Click on **'Options'** and then **'Pick List Setup'**.
2. Expand the **'Financial'** tab and click on **'Loyalty Schemes (Bns Pts)'**.
3. Double click on the **'Default'** scheme to open it.
4. Set up the loyalty scheme as follows.

Scheme Name:	This is the Name of the Scheme. It will be less confusing if you leave the name unchanged.
Scheme Expires:	Set this to 'Yes' if you want the bonus points to expire. Please do not keep changing this back and forth. Note that this applies only to the points gained after the change is made. Existing Data will remain as is.
Expires After (Months):	This is the number of months after which the Bonus Points will expire if they have not been used. See Note above about changing it.
GL Liability - Gained:	This is the GL Code to accumulate the Bonus Points. It is a Liability account. You may point all three liability fields to the same GL Account. However, it is suggested that you have a header account with three sub accounts.
GL Liability - Used:	This is the GL Code to deduct the Bonus Points that have been used up.
GL Liability - Expired:	This is the GL Code to deduct the Bonus Points that have expired.
GL Expense - Gained:	This is the GL Expense Code to offset the liability when Bonus Points are accumulated. You may point the two expense codes to the same GL Account. However, it is suggested that you have a header account with two sub accounts.
GL Expense - Expired:	This is the GL Expense Code to offset the liability when Bonus Points are expired.



NOTE: No expense code is required for **'Bonus Points Used'** as the **'Debtors Control'** account is used.

JOURNAL ENTRY

The Journal entry function is used to enter additional financial transactions into the General Ledger. It **should not** be used to record sales, purchases or expenses. These need to be recorded through the normal functions in VetlinkPRO. Also any items recorded from journal entries will not be recorded in the Control report, GST report and Product Sales reports amongst others.

New Journal

1. Click on the **'G.Ldger'** button and then on **'Journal Entry'**.
2. Click on **'New Journal'** and the journal entry window will open.

Grp	Acc Code	Acc Name	Debit	Credit	Cheque No
4	600	Westpac Clinic Account	\$4,000.00	\$0.00	
4	602	National Bank Vet Account	\$0.00	\$4,000.00	
0		This is where a message would appear	\$0.00	\$0.00	
			\$4,000.00	\$4,000.00	

3. If you are running a multi-branch or store setup select the **'Branch'** and **'Store'**.
4. Enter a **'Reference'** and a **'Summary'** for this journal.
5. Enter the transaction date of the journal.
6. Enter the account you wish to debit and the account you wish to credit.



NOTE: You can enter more than two accounts but the debits and credits must balance.

7. If needed, record the cheque number at the end of the GL account you have selected.
8. If you need to add a message click on the add message button. This will add a new line to the journal which can be used as a free typing field.
9. Click on the **'F11: Save/Exit'** button to save the Journal and return to it later or click on the **'F12: Finish'** button if the journal is completed.

Unfinished Journals and Journal History

Any journal entries that have been finished can be viewed again from journal history. As well as viewing completed journals, VetlinkPRO also allows journal entries to be saved and continued at a later stage. To continue or view a journal entry, please follow the steps below. Both functions work in the same manner.

1. Click on the **'G.Ldger'** button and then on **'Journal Entry'**.
2. Select **'Unfinished Journal'** or **'Journal History'**.
3. The journal search window will open.

Num	Branch	Store	Reference	Summary	Staff	Status	Trn_Date	Type
# 0/4	Demo	Demo		Transfer of funds	OWN	OPEN	26/02/2008	N

4. Search for the journal entry using the fields provided.

Number:	This refers to the journal number assigned by VetlinkPRO.
Branch:	The branch the journal was made for.
Store:	The store the journal was made for.
Reference:	This refers to the reference the user entered for the journal.
Summary:	This refers to the summary the user entered for the journal.
Staff:	The staff member who entered the journal.
Trn Date:	The date the user entered for the journal



NOTE: The **'Contains'** fields provide a word within a word search. For example if **'Contains'** is ticked and you search for **'funds'**, it will find **'transfer of funds'**. However if **'Contains'** is not ticked **'transfer of funds'** will be excluded from the search results.

BANK RECONCILIATION

The bank reconciliation is the process of matching the financial records from the General Ledger against those in your bank statement. The bank reconciliation is an important tool for checking accounts for any discrepancies.

1. To open the Bank Reconciliation screen click on '**G.Ldgr**' button and then on '**Bank Reconciliation**'.
2. To begin reconciling the account you first need to enter some information about the bank statement you are reconciling against. These are the fields in the top third of the screen and are described below.

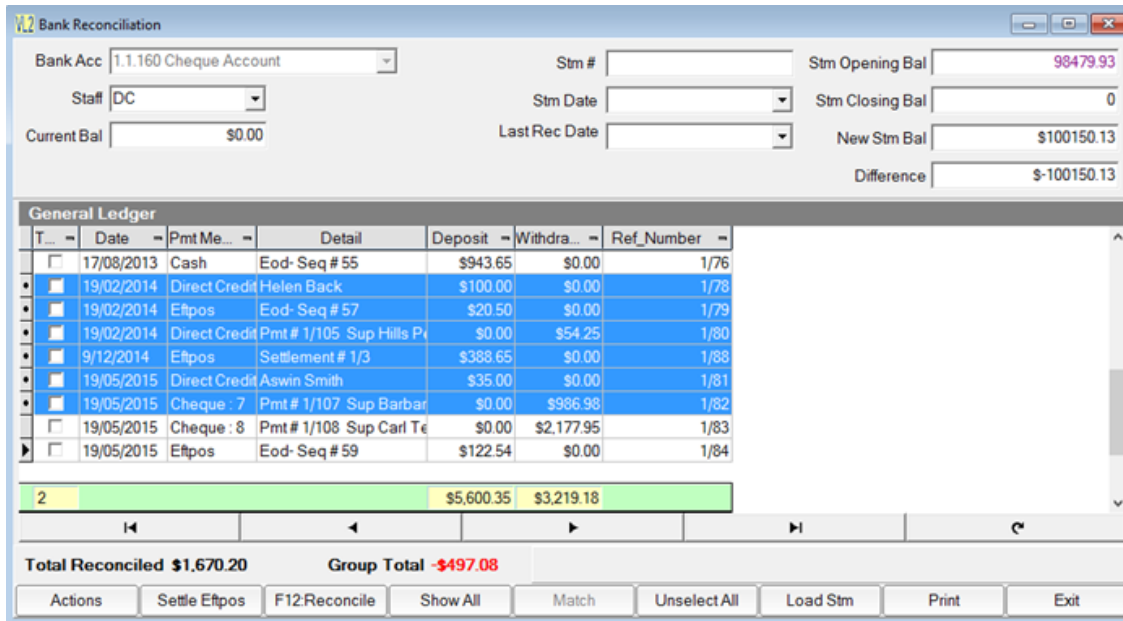
Bank Acc:	Select the bank account from the general ledger that you are reconciling the bank statement against.
Staff:	Enter your staff ID.
Current Bal:	This is the current balance of the account in the general ledger. This field cannot be edited.
Stm#:	This is the number of the statement you are reconciling against.
Stm Date:	This the date of the statement you are reconciling against.
Stm Opening Bal:	This the opening balance of the statement you are reconciling against and is taken from your last reconciliation. This field cannot be edited.
Stm Closing Bal:	This the closing balance of the statement you are reconciling against.
New Stm Bal:	This is the calculated balance of the bank account in the general ledger. It is a total of (Stm Opening Bal + Total Reconciled). This must equal the ' Stm Closing Bal ' before the account can be reconciled. This field cannot be edited.
Difference:	This is the difference between ' Stm Closing Bal ' and ' New Stm Bal '. This must be zero before the account can be reconciled. This field cannot be edited.

3. Once you have entered your bank statement information you can begin reconciling your account.
4. The middle third of the page displays a grid view of all the financial transactions that have been entered into the system and have not yet been reconciled.
5. For each transaction you have reconciled against the bank statement, place a tick in the '**Tag**' field. For each item that is tagged, the '**Total Reconciled**' field will update.
6. While holding down the Ctrl key and selecting transactions you can to group transaction together for a group total. For example, in VetlinkPRO you may have done two payments for a supplier separately. However when you paid the supplier you only did one Direct Credit payment. To make comparing the transactions easier, the two payments in VetlinkPRO can

be grouped together to give a group total. This can then be compared easily to the payment on your bank statement.

- Some items on your Bank Statement may not appear in the bank reconciliation such as bank fees. You can quickly do journal entries for these transactions by clicking on the **Actions** button then selecting **'Journal Entry'** button. Please refer to section on journal entry for more information.
- Once you have finished working with the bank reconciliation you have three options.

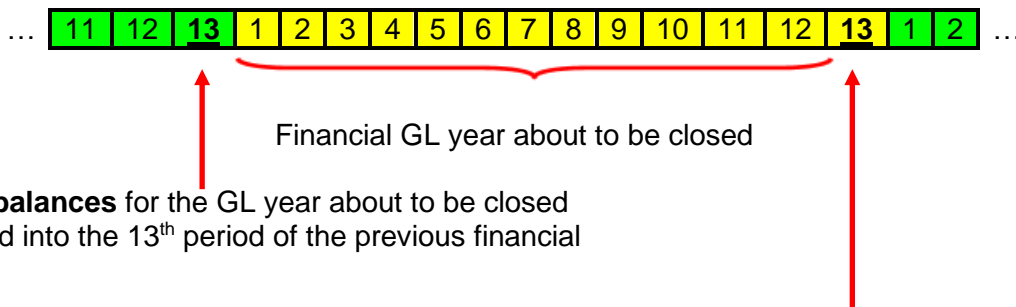
- Exit:** Clicking **Exit** will save and exit the bank reconciliation
- Reconcile:** If the bank reconciliation has reconciled correctly, e.g. **'Difference'** is zero, click on the **'Reconcile'** button to finish.



END OF YEAR ROLLOVER

When a financial year is closed off, the closing balances may need to be adjusted to ensure the opening balances are correct for the next financial year. VetlinkPRO uses the End of Year Rollover function to handle these adjustments.

Transactions that may affect the balances include depreciating assets, appropriating profit and loss and allocating dividends. In VetlinkPRO, to facilitate these adjustments a 'virtual' or '13th' period has been created, where a period is defined as one month. As well as adjusting the closing balance you can also now adjust the opening balances for the year you are about to close.



Opening balances for the GL year about to be closed are entered into the 13th period of the previous financial period.

Dividends, Depreciation and **Profit Appropriation** adjustments for the GL year about to be closed are entered into the 13th period of the current year.



NOTE: Before starting an End of Year rollover, it is strongly recommended that you only perform these steps after consulting with an accountant.

The End of Year Rollover can be found from [G.Ldgr | F5: Rollover Year](#). It performs all the checking necessary to ensure that the end of year can be completed correctly.



1. **Adjust Opening Balances for year:** Press the **'Make GL Transaction'** button. This will make a transaction in the previous financial year to the one you are about to rollover. This will go into the 13th month and thus change the opening balance for the year of concern.



NOTE: In order for your accountant to confirm the opening balances, you can print out the trial balance for the final month of the last financial year as well as the trial balance for the 13th period of the last financial year.

NOTE: This should only need to be done once when the General Ledger is first set up. Subsequently it should only be used to fix any mistakes that have been made.

2. **End of Year for Debtors:** Press the **'Do Debtors EOY'** button. This has the same functionality as the Debtors End of Year found in **Utilities | End of Period**. You need to ensure both the creditor and debtor End of Months are up to date before performing this function.
3. **End of Year for Creditors:** Press the **'Do Creditors EOY'** button. This has the same functionality as the Creditors End of Year found in **Utilities | End of Period**. You need to ensure both the creditor and debtor End of Months are up to date before performing this function.
4. **Depreciate Assets:** Press the **'Make GL Transaction'** button to make transactions for the year of interest. These transactions apply in the 13th month and thus change the opening balances for the year after.
5. **Appropriate Profit and Loss:** The Profit & Loss figure shown must be appropriated. Generally this is done by debiting the Appropriations account in the P&L area and crediting the Accumulated Profits and Losses in the Shareholders Equity area of the Balance Sheet. Press the **'Make GL Transaction'** button to make transactions for the year of interest. This goes into the 13th month and must zero the P&L area.
6. **Allocate Dividends:** Press the **'Make GL Transaction'** button to make transactions for the year of interest. These go into the 13th month and thus change the opening balances for the following year.
7. **End of Year Rollover for the General Ledger:** Press the **'End of Year'** button to perform this procedure. Note that, this process is not reversible and you must ensure that you have done each step listed above.

GENERAL LEDGER LOGS

Every financial transaction that is made within VetlinkPRO is logged and sent to the GL log.

The General Ledger Log table contains logs of all bills, creditor invoices and creditor payments. The logs are created by the Background Processor as soon as it can, which is normally a few seconds after the item is finished.

To view the GL Log go to [Utilities | Logs | GL Log](#). You can choose the type of transaction and date ranges from this screen.

